Quick Tips for Writing Evaluative Comments

- Evaluative comments assess the value, worth, or quality of the information in the application.

- Cite the <u>rationale and evidence</u> that the applicant provides to support your evaluative comments. If these don't exist or are unconvincing, explain why. Think about what evaluative comments would be written about your program. What rationale and evidence do you have to support each aspect of your program?

- An evaluative comment describes the strengths and weaknesses of an application and justifies the scores given to an application.

- A comment must be either a strength or a weakness. An individual comment can never be both.

- Strength comments and weakness comments can never conflict with each other. If a particular element of an application has both strengths and weaknesses, you must write a separate comment for each, and they must be carefully written so as not to conflict with each other.

- Don't simply restate what the applicant has written, evaluate what it says.

- Every comment should include a page and paragraph number citation.

- Assume that comments are being read by someone who has never read the application before. A person reading your comments should understand the full story of what the applicant is proposing to do and why it should or should not be funded.

- Use complete sentences, proper grammar, and correct spelling.

- Make comments tactful and constructive.

- Avoid personal pronouns and comparisons.